



## CONDITIONAL USE PERMIT APPLICATION

CASE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

FEE PAID \_\_\_\_\_

City of Edina Planning Department \* [www.cityofedina.com](http://www.cityofedina.com)  
4801 West Fiftieth Street \* Edina, MN 55424 \* (952) 826-0369 \* fax (952) 826-0389

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FEE: \$800.00

**APPLICANT:**

NAME: \_\_\_\_\_ (Signature required on back page)

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_ (Signature required on back page)

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY (written and electronic form):**

\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY ADDRESS:**

\_\_\_\_\_

**PRESENT ZONING:** \_\_\_\_\_ **P.I.D.#** \_\_\_\_\_

**EXPLANATION OF REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_

(Use reverse side or additional pages if necessary)

**ARCHITECT: NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SURVEYOR: NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Detailed Requirements:** Unless waived by the Planning Department, you must complete all of the following items with this application. An incomplete application will not be accepted.

- \_\_\_ Application fee (not refundable). Make check payable to "City of Edina."
- \_\_\_ **Three (3) large** scaleable copies, one (1) electronic copy, and **thirty (30) 11X17** copies for Commission and Council members, of the following drawings or plans:
  - \_\_\_ Site plans with dimensions. The plan must include the location, dimensions and other pertinent information as to all proposed and existing buildings, structures and other improvements, streets, alleys, driveways, parking areas, loading areas and sidewalks. **Changes to site plans that are made after City Council approval, require an amended Conditional Use Permit. Amended Conditional Use Permits require a public hearing to be held by both the Planning Commission and City Council. The changes from the approved plan must be specifically listed by the builder or architect.**
  - \_\_\_ Floor plan showing location, arrangement and floor area of existing and proposed uses.
  - \_\_\_ Landscape plan and schedule in accordance with Subsection 850.10. **Changes to landscape plans that are made after City Council approval, require an amended Conditional Use Permit. Amended Conditional Use Permits require a public hearing to be held by both the Planning Commission and City Council. The changes from the approved plan must be specifically listed by the builder or architect.**
  - \_\_\_ A Building material sample board that shows the type of building materials that will be used on the building, including the selection of colors. **Changes to building materials or color that are made after City Council approval, require an amended Conditional Use Permit. Amended Conditional Use Permits require a public hearing to be held by both the Planning Commission and City Council. The changes from the approved plan must be specifically listed by the builder or architect.**
  - \_\_\_ Elevation drawings of all new buildings or additions and enlargements to existing buildings including a description of existing and proposed exterior building materials. **Changes to the elevation drawings that are made after City Council approval, require an amended Conditional Use Permit. Amended Conditional Use Permits require a public hearing to be held by both the Planning Commission and City Council. The changes from the approved plan must be specifically listed by the builder or architect.**
  - \_\_\_ Registered survey showing existing and proposed structures, lot lines, pertinent dimensions, lot acreages and wetland delineation per the Wetland Conservation Act and City standards.
  - \_\_\_ Grading plan with existing and proposed two-foot contours.
  - \_\_\_ Drainage plan, including location and size of pipes and water storage areas.



***All drawings must be to scale with pertinent dimensions shown. Fold jumbo plans in sets no larger than 8 ½" by 14" and with the print side facing out.***

\_\_\_\_ A written statement describing the intended use of the property and why the City should approve your request. Include a brief description of your company and any similar projects your company has done.

\_\_\_\_ sign plan for new or replacement signs: **two 8½" x 11"** copies

### **CONDITIONAL USE PERMIT GUIDELINES AND APPLICATION INFORMATION**

The City of Edina Planning Department encourages healthy development within the city of Edina. Although this document is meant to serve as a guide for the application process for development through the Planning Department it is by no means comprehensive. The Planning Staff recommend that you schedule a meeting to answer any questions or to discuss issues that may accompany your project. It is much easier to tackle problems early on in the process. The office number for the Planning Staff is (952) 826-0465.

**Application:** Applications are submitted to the Planning Department. Offices are open Monday through Friday, 8 AM to 4:30 PM.\*

**Sign:** The petitioner shall erect, or cause to be erected, at least one sign per street frontage on land described in the petition. Refer to City Code/Zoning Ordinance for specifics.

**Meetings and Public Hearings:** Applications are first considered by the Planning Commission at their regular monthly meeting (Wednesday prior to the first Tuesday of each month.) The Commission holds a public hearing and adopts a recommendation which is forwarded to the City Council for consideration. The Council also conducts a public hearing typically two and one-half weeks after the Commission meeting, and either approves or disapproves the application. A 3/5<sup>th</sup> favorable vote is required for approval.

**Notice of Public Hearing:** Notice of the Planning Commission and City Council hearing is mailed to all property owners (of record at City Hall) that are located within 1000 feet of the site. Notice is mailed ten (10) days prior to the hearing. You are encouraged to contact adjacent or close owners and advise them of your proposal prior to the Planning Commission meeting.

### **Requirements for Approval:**

The Zoning Ordinance provides that a conditional use permit shall not be issued unless the use:

- Will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals and general welfare;
- Will not cause undue traffic hazards, congestion, or parking shortages;
- Will not be injurious to the use and enjoyment, or decrease the value, of other property in the vicinity, and will not be a nuisance;
- Will not impede the normal and orderly development and improvement of other property in the vicinity
- Will not create an excessive burden on parks, streets and other public facilities
- Conforms to the applicable restrictions and special conditions of the district in which it is located as imposed by the ordinance
- Is consistent with the Comprehensive Plan.

\*Application deadline dates are 31 days prior to the Planning Commission meeting or at the discretion of the City Planner.

**Staff Report:** Staff prepares a report and recommendation and sends it along with the application materials to the Commission in advance of the meeting. All plans, emails and written information are public information, which may be used in the staff report and distributed to the public.

**Conditions and Restrictions:** The Council may impose conditions and restrictions in connection with the Conditional Use Permit to protect the public interest.

**Legal Fee:** It is the policy of the City to charge applicants for the actual cost billed by our attorneys for all legal work associated with the application. An itemized bill will be provided which is due and payable within thirty (30) days.

**Initiation of a Traffic Study:\***

Generally, the following typical development and zoning applications are intended to define the need for traffic studies to be considered by the Transportation Commission.

- A. Development approvals where an increase in trip generation is anticipated:
  - 1. Development where units are needed
  - 2. Development consisting of complete demolition/redevelopment
  - 3. Development of a site (where increasing floor space by more than 10%)
- B. Development or redevelopment is proposed in an area in which there has been a previous identification of a traffic problem, including but not limited to congestion or safety issues.

In cases where certain applications are received that do not necessitate a traffic study, staff will provide a summary to the Transportation Commission of such.

\*please contact the Engineering Department at 952-826-0371 for further information.

**APPLICANT'S STATEMENT**

This application should be processed in my name, and I am the party whom the City should contact about this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter.

I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

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**Applicant's Signature****Date****OWNER'S STATEMENT**

I am the fee title owner of the above described property, and I agree to this application.

(If a corporation or partnership is the fee title holder, attach a resolution authorizing this application on behalf of the board of directors or partnership.)

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**Owner's Signature****Date**

***Note. Both signatures are required (if the owner is different than the applicant) before we can process the application, otherwise it is considered incomplete.***



**Sign Example:**

**City of Edina Posted Sign Requirements:**

<b>this property proposed for</b>
<b>CONDITIONAL USE PERMIT</b>
<b>By:</b> (insert name and telephone number of Applicant)  <b>for information contact</b> <b>EDINA PLANNING (952) 826-0369</b>

6"

1. A Rezoning, Subdivision, Conditional Use Permit and Final Development Plan sign is required for all applications. Simultaneous rezoning, subdivision, conditional use permit and/or final development plan requests may be identified on the same sign.

8"

2. One sign is required for each adjacent street right-of-way including freeways. The signs shall be mounted on private property situated to be easily readable from the street. Care should be taken to avoid blocking driver's view or traffic regulatory signs.

22"

3. The signs must be erected at least nine (9) days prior to the initial review of the request by the Planning Commission. The signs must be properly maintained during the entire period of time the request is being considered and must be removed within ten days of the disposition of the request.

The sign(s) copy as illustrated above must be black Helvetica letters on a white background; the words rezoning, subdivision, final development plan and/or conditional use permit must be white Microgramma letters on red background. The sign(s) is to be 36" high X 60" wide.

The sign(s) must be securely mounted on posts designed for that purpose. The sign face must be on Dura-ply plywood or its equivalent or other sturdy smooth material approved by the Planning Department